



INFORMATION BROCHURE



THE NATIONAL LIBRARY OF INDIA
KOLKATA

Released on the occasion of the Centenary
Celebration of the National Library, Kolkata

Published by the Officer on Special Duty,
the National Library, Kolkata 700 027, India

From the Director

The National Library, Kolkata plays an important role in assisting research in various fields of knowledge and preserving the cultural heritage of our vast country. It keeps publications in all the languages of India in addition to UN/ UNESCO documents. The aim of establishing the National Library, Kolkata was voiced by the then Education Minister of India, Maulana Abul Kalam Azad at its opening ceremony of the National Library at its new home at Belvedere, once the viceregal lodge, on 1st February 1953 thus:

Old residents of Calcutta will, I have no doubt, welcome the transformation of what was a citadel of power into an abode of learning. Formerly this palace was the preserve of State dignitaries and bureaucrats. Today it is a temple of learning for whoever seeks to worship at its altar. Formerly it was a place, which imposed decisions on the people regardless of what they wished or needed. Today it is a storehouse from which the information-seeking people can derive its intellectual sustenance in accordance with its wishes and needs. The noble building and grounds which formerly catered for the proud rulers of the land will henceforth be the resort of even the humblest seeker of knowledge and truth'.

This handy information brochure will help in familiarising oneself with the activities of the various divisions of the Library. The National Library is essentially a Public Library and it is hoped that this brochure will guide the library users effectively.



The National Library of India at Belvedere, Alipore, Kolkata

We are happy to publish this small but important publication in the Centenary Year of the Library.

Kolkata
March 2003

Director

The Government of India accepted above recommendations and the National Library has since been functioning within the framework of the aims and objectives outlined above.

Administrative and Functional Set-up

The National Library is functioning under the Ministry of Tourism and Culture, Department of Culture, Government of India, New Delhi. The Director exercises all the administrative and functional powers. The Director is overall in-charge of the Library with two professional Principal Library and Information Officers under him. Five Library and Information Officers and forty Assistant Library and Information Officers assist the Director and the Principal Library and Information Officers on the professional side, and a Senior Administrative Officer and two Administrative Officers on the administrative side.

The Library complex is at present accommodated in the following buildings:

- * Main Building (old viceregal lodge)
- * Annexe Building (9-storied)
- * New Annexe Building (3-storied)
- * Chemical Laboratory building
- * Esplanade Reading Room (4 kms away from the Library campus)

A new multi-storied gigantic building called the **Bhasha Bhawan** with modern facilities will be made available to the Library shortly.



Bhasha Bhawan-A view from Northern side

The National Library has broadly the following set-up:

A. Professional Divisions

B. Conservation Divisions

C. Administrative Divisions

The various divisions of the Library have been organised on a functional basis with a view to utilising its resources to the maximum extent as also for improving its services to the readers.

A. Professional Divisions:

i) General Professional:

1. Acquisition (Book Order)
2. Acquisition (Book Selection)
3. Annexe Reading Room & Stack
4. Asutosh Collection
5. Bibliography (General)
6. Bibliography (Special)
7. Children's Library
8. Computer Centre
9. English Serials
10. Esplanade Newspaper Reading Room
11. Foreign Official Documents
12. Gift and Exchange
13. Indian Official Documents
14. Lending (Section)
15. Main Reading Room and Reference
16. Main Stack
17. Maps and Prints
18. New Annexe Reading Room and Stack
19. Printed Catalogues
20. Processing (English books)
21. Rare Books
22. Science and Technology
23. Stock Verification

ii) Indian Languages:

1. Assamese
2. Bengali
3. Gujarati
4. Hindi

5. Kannada
 6. Kashmiri (Section)
 7. Malayalam
 8. Marathi
 9. Oriya
 10. Punjabi
 11. Sanskrit, Pali & Prakrit
 12. Sindhi (Section)
 13. Tamil
 14. Telugu
 15. Urdu
- iii) Foreign Languages:
1. East Asian Languages
 2. West Asian & African Languages
 3. Germanic Languages
 4. Romance Languages
 5. Slavonic Languages
- B. Conservation Divisions:**
1. Chemical Laboratory
 2. Preservation
 3. Reprography
- C. Administrative Divisions:**
1. Accounts Section
 2. Cash Section
 3. Establishment Section
 4. Garden Division
 5. General and Central Registry
 6. Hindi Cell
 7. Public Relation Section
 8. Security and Conservancy Division
 9. Stores and Supply Section
- * All books by Nobel Prize winners;
- * All standard books on African and Asian countries;
- * Standard books in the languages of India's neighbouring countries;
- * Selected latest books on all branches of knowledge including Science and Technology;
- * Replacement of brittle and mutilated volumes;
- * Filling up of the gaps in the Library's collection;
- * Back volumes of important research journals;
- * Standard works in modern European languages like French, German and Russian etc.
- * Microfilm, microfiche, CDs, photocopies of rare and out of print books etc where necessary;
- * Biographies of eminent personalities of the world.

Readers Service: Highlights

Over a thousand readers a day on an average attend the National Library. Besides, the Library also has a Lending Section for issue of some categories of books (generally known to be in print) to individual borrowers (both local and mofussil) and for issue of books to libraries/institutions/Government offices on inter library/official loan. The number of books issued per day on an average is about 300. It follows closed system stacks except standard reference

Acquisition Policy

The Library acquires materials in addition to the Delivery of Books Act publications mainly in the following categories;

- * Books and Journals on India in any language, published anywhere in the world;
- * Indian publications before 1954 and not available in the Library;
- * Books by Indian authors published abroad;



Main Reading Room



New Annexe Building

Room and the readers are provided with facility of having photocopies from publications from the Stack. It maintains the same time schedule as the Main Reading Room.

Printed Catalogues:

The programme of the division includes the printing of retrospective European and Indian languages catalogues and official documents catalogues, indexes special bibliographies of works of various nature as well as publications of the Library.

Processing (English books):

This division is responsible for full processing of all English monographs obtained by the Library. The processing work includes descriptive cataloguing, assigning subject heading, providing class number and book number, checking of fully processed books and maintain the card catalogues.

Rare Books:

In this division, manuscripts, rare and valuable reading materials of the Library are not only preserved and properly stacked but also served to the readers and research scholars in the Reading Room of the division.



Rare Books Division

The division also preserves microfilms, microfiches and other rare publication by maintaining temperature and humidity, besides offering microfilm reading facility.

Science and Technology:

This division holds a reference collection of science books and current scientific serials. This division has its own Reading Room where the readers and scholars are supplied books from its stack.

Stock Verification:

The main function of this division is to verify the stock of reading materials that have been acquired and recorded in the stock of the Library. The work is divided into three phases viz. Physical verification; Follow-up work; and Preparation and submission of final report sequence wise.

Indian Languages:

In the year 1963, new divisions were formed for most of the Indian languages and high priority was given to building up an exhaustive collection of works in them. Five years later, the language divisions were reorganised. Since then, all types of work pertaining to language are performed in the respective language division.

The Indian languages divisions are: Assamese, Bengali, Gujarati, Hindi, Kannada, Kashmiri, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Pali and Prakrit, Sindhi, Tamil, Telugu and Urdu.

As other Indian languages - in addition to the languages mentioned above - books and periodicals in them are being procured by the National Library. For the sake of convenience, the collections are maintained in East Asian Languages division, which also serves them to the readers.

Foreign Languages:

The European Languages division and Afro-Asian Languages division came into existence in February 1963, as part of the collections in these languages were transferred to the then newly constructed Annexe Building.

In April 1985, these two big language divisions were further divided and named as:

- * Germanic Languages;
- * Romance Languages,
- * Slavonic Languages,
- * East Asian Languages, and
- * West Asian and African Languages Division.

All the functions of the Library are entrusted to these divisions for their respective languages. The main source of acquisition of reading materials in these language divisions is the exchange programmes with different countries under the Cultural Exchange Programmes of the Government of India. However, the collections are built up through gifts and purchases as well.

Chemical Laboratory:

The major activity of this division is to preserve the records of cultural heritage by applying modern



Chemical Laboratory

scientific methods.

This division undertakes chemical treatment, repair and restoration of rare, brittle and infected books and other materials. By controlling insects and many biological agents that are destructive of the library materials, by employing different processes like deacidification, delamination, lamination, fungicide treatment, fumigation, stain treatment and encapsulation, the Library carries out conservation work. In addition, the division imparts training and organises training workshop periodically in the Library.

Preservation:

The physical conservation of all reading materials (books, periodicals, maps, manuscripts, Government publications, newspapers, gazettes etc) of this Library through the process of binding, repairs, reinforcing, mounting, gold tooling etc is the basic function of this division.

Reprography:

The Reprography division is concerned with microfilming of rare and valuable documents of the



Microphotography Unit

Library with a view to preserve them for posterity and also making positive copies of the negatives for consultation of microfilms by readers.

This division also prepares microfilm / photocopies of research materials available in the Library and supplies them to the scholars and institutions at cost.

Administration:

The divisions/sections under the Administration are concerned with a broad spectrum of activities coming under (i) Establishment Section, General Section, Supply and Services Section; (ii) Public Relations Section, (iii) Hindi Cell (iv) Accounts, (v) Cash and Bills, (vi) Security and Conservancy division, (vii) Garden division and (viii) Exhibition Section.

The Senior Administrative Officer heads the administrative divisions of the Library with the direct assistance of two Administrative Officers, and Garden, Hindi Cell and Security and Conservancy divisions with the assistance of one Garden Superintendent, one Hindi Officer and a Security Officer respectively.

Garden:

The Garden division is responsible for maintenance of the garden attached to the National Library buildings, which pertains to about 30 acres of land with a beautiful lawn, various trees and shrubs, seasonal flowerbeds etc and a good collection of Canna (Anna Indica) varieties.

Hindi Cell:

The Hindi Cell engages itself in implementing Hindi in the official business of the National Library

under the directives of Official Language Act and Rules and orders of the Department of Official Language, Ministry of Home Affairs, Government of India.

Hindi Workshop, Hindi Day and extempore debate competition are organised every year by this cell very enthusiastically.

Security and Conservancy:

The Security Officer heads the Security and Conservancy division. The division has been discharging its responsibilities efficiently in the matter of guarding the Government properties, library materials, plantation and personnel. Besides, the Security Officer, an Assistant Security Officer, a Caretaker and a large number of Guards are involved in the Library's security network.

Exhibition Section:

The Exhibition Section assists in displaying books, photographs, facsimile reproductions, illustrations etc whenever the Library organises exhibition.

Important 'Gift Collections' in the National Library :

*** Buhar Collection**

This gift collection acquired in



Persian Manuscripts in Buhar collection

1904, consists of Arabic, Persian and Urdu manuscripts and books. It has about 950 manuscripts and 1,450 books in all the three aforementioned languages.

*** Asutosh Collection**

This is the largest personal collection, gifted to the National Library in 1949 by the heirs of Sir Asutosh Mukhopadhyay comprising about 86000 volumes.



Decorative bindings in Asutosh Collection

*** Ram Das Sen Collection**

Gifted in 1950, this collection consists of about 3500 volumes.

*** Sapru Papers**

About 5000 letters, this collection was gifted in 1952.

*** Dr Barid Baran Mukherjee Collection**

Comprising about 3000 volumes, this collection was gifted in 1953.

*** Sir Jadunath Sarkar Collection**

It consists of about 2500 items, which was gifted in 1959.

*** Dr S N Sen Collection**

Consisting of 2735 titles, the collection was gifted in 1960.

*** Prof Vaiyapuri Pillai Collection**

The Collection comprises 2943 books and manuscripts of which 265 are in palm leaves, was gifted in 1960.

*** Prof C N Chakravarti Collection**

The collection comprises over 700 precious publications in Russian Language on Russian and Soviet literature, Linguistics and Methodology of teaching Russian as a foreign language. The gift collection was procured in 1987.

*** Prof Sunit Bose Collection**

About 950 publications on Russian language and literature were received in 1998.

*** Dr Pranab Ghosh Collection**

A gift of 329 German language publications was received in 1999.

*** Prof Manas Roy Collection**

A collection of 171 French, 135 German and 19 publications of English and Bengali were gifted to the National Library in 2001.

*** Prof Pratap Mukherjee Collection**

The Library received over 2000 publications in 2001 comprising English and Bengali publications.

'I do not want my house to be walled in on all sides and my windows to be stuffed. I want cultures of all lands to be blown about my house as freely as possible. But I refuse to be blown off my feet by any' - Mahatma Gandhi.

Legend at the entrance to the National Library, Calcutta

Useful Information

Postal Address	: National Library Belvedere, Kolkata-700 027
E-Mail Address	: nldirector@rediffmail.com
Website Address	: www.nlindia.org
Fax	: 2479-1462
Telephone nos.	: 2479-1381/1383 2479-1387 2479-1484/1486
Director	: Ph. 2479-1381, 2479-2968
Principal Library & Information Officer	: Ph. 2479-2467
Esplanade Reading Room, 6, Esplanade East, Kolkata 700 069	: Ph.2248-7831
Computer Centre/New Annexe Building	: Ph. 2249-2466
Library Timings	: 9.00 a.m. to 8.00 p.m. (On all working days) 9.30a.m. to 6.00 p.m. (On Saturdays, Sundays & Holidays)

The Library is kept open on 362 days in a year. It is closed on 26th January, 15th August and 2nd October.

Facts & Figures at a glance as on March 2003

Books in the Library -----	23,25,089
Books in Indian Languages -----	5,75,229
Maps -----	87,385
Manuscripts -----	3,227
Current Periodical Titles -----	17,667
Bound Periodicals -----	1,18,613
Newspapers (Titles) -----	905
Indian Official Documents -----	4,91,092
Microfilms -----	5,208
Microfiche -----	95,655
Publications received as gift & under the exchange -----	5,34,395
Publications received under the Delivery of Books Act -----	9,58,245
Area of the Library compound -----	30 acres
Carpet area in the library buildings:	
Main building -----	9,787,944 sq mt
Annexe building -----	10,084,759sq mt
New Annexe building -----	2,787,000sq mt
Esplanade Reading Room -----	165,454sq mt
Total:	22,825,157 sq mt

Seating capacity.....		Main Building:	320
Annexe R. R.	70	New Annexe R R	30
Rare Books	20	Asutosh coll.	10
Sc & Tech	25	F.O.D.	25
European Lang	16	E&W Asian Lang	8
Urdu	6	Newspaper	8
Esplanade R R	22		

Total: 564

National Library, Kolkata
Application Form for Admission Ticket
(Membership of Reading Room)



	Surname	First Name	Middle Name
1. Name in full	:		
2. Nationality	:		
3. Date of birth	:		
4. Father's name	:		
5. Address			
a. Local	:		
b. Permanent	:		
6. Education	:		

Examination passed	Name of the Board/University
--------------------	------------------------------

- a. School Final/Higher Secondary
 - b. Intermediate/P.U.-Arts/Science/Commerce
 - c. Bachelor's Degree-Art/Science/Commerce
 - d. Master's Degree - Subject
 - e. Doctoral Degree – Subject
 - f. Special Distinction, if any
-

- 7. Occupation :
- 8. Designation :
- 9. Name of Project, if any :

I hereby declare that I have read and undertake to abide by the regulations relating to the Reading Room and that I amyears of age (in words).

Date:

.....
Signature

- 10. Recommended by :
- Signature :
- Full Name :
- Designation & Address :
- Office seal :

If retired, mention last designation.

To be filled in by the students.

Students are to be recommended by the Head of their Institutions.

National Library, Kolkata
Application Form for Membership of Lending Section

Membership No.....

Iapply for enrolment as a member of the Lending Section of the National Library for borrowing books. I promise to abide by the Rules and Regulations including by laws in force for the time being and furnish below the required particulars about myself.

Signature of the applicant.....

Dated.....

Full Name

Permanent or home address

Local or present address

Profession

Age

Specimen Signature.....

I personally know the applicant and recommend that he may be allowed to join as a member of the Lending Section of the National Library.

Signature.....

Designation

Dated.....

Official Seal:

May be admitted Signature

(Librarian).....

Dated

For Director

(For use by Office)

Rs. (in words)..... Deposited on.....

Receipt No.....Dated.....Signature, I/C Lending Section

Refunded on Signature, I/C Lending Section.....

National Library, Kolkata
Order Form
Reprographic Services

To
The Director
National Library
Kolkata

Sir

Kindly supply me Xerox / Microfilm copies of the following items as per enclosed list for my academic studies and research.

I am a bonafide research scholar/member of academic staff of
and I declare that the above material is required in connection with my research work.

I undertake to pay the charge as per schedule of the rates prevailing at the time of completion of the work. I understand and accept that the estimated cost when supplied is only tentative and the rates are also liable to revision without notice.

I undertake to abide by the following conditions in regard to the use of material supplied.

- i. The xerox / microfilm copies supplied will not be sold/transferred to any other person without the express permission of the Director, National Library.
- ii. The materials, if published, will be suitably acknowledged.
- iii. Provisions of copyright restriction, whenever applicable, will be complied with.

Yours faithfully,

Name and address
(in block letters)

(Signature of the applicant)
Library Ticket No.

Item to be copied	Call No	Author	Title	Pages
1.				
2.				
3.				
4.				
5.				
6.				

Cashier, please accept Rs.....from Shri/Smt.....
towards service charge of xerox copies to be supplied.

Asstt Lib. & Inf. Officer.....

Received Rs.....(Rupees.....) only under
Receipt No..... dated

Cashier.....

Reading Room Rules

- * The Reading Rooms are open on all working days from 9 a.m. to 8 p.m. and from 9.30 a.m. to 6 p.m. on Saturdays, Sundays and other holidays as notified by the Library;
- * Admission to Reading Rooms is free to all persons not less than 18 years of age and holding Reading Room Tickets;
- * Tickets are issued on applying to the Director on the prescribed form along with two copies of stamp-size photograph and on producing suitable references. Tickets will not be forwarded by post;
- * Tickets are non-transferable and are valid for one year from the date of issue;
- * Persons wishing to make use of the Reading Room(s) for mere reference will be admitted on the grant of a temporary ticket holding good for the day of issue;
- * Tickets shall be shown at the entrance and again, if required;
- * Tracing is completely forbidden;
- * Readers shall not take into the Reading Room their own books and any printed matter;
- * Persons found mutilating the pages of books or periodicals or otherwise damaging them shall have to make good the loss and they shall be debarred from the use of the Reading Room in future.

Rules for the Issue of Books on Loan

- * The Lending Section will remain open on all working days.

Rules for the issue of Books on Loan

- * The Lending Section will remain open on all working days from 9 a.m. to 8 p.m. and 9.30 a.m. to 6 p.m. on Saturdays, Sundays and other holidays as notified by the Library;
- * Books will be lent free of any fee or subscription to the members of the Library, residing in India, on their depositing as security a sum of money enough to cover the value of books lent;
- * The refund of security money shall be governed by Rules specially framed for the purpose;
- * Books required by Government departments for departmental use and by recognised institutions, will be issued without any deposit;
- * The books in the Reference collection or any books valuable for its rarity or its illustration will not be lent out;
- * Unbound periodicals and journals will not be lent out;
- * Except with the special permission of the Director no person shall have in position at any time more than two volumes;
- * Books lent may be kept for a period of two weeks; the period may be extended at the request of the borrower either written or verbal but in no case shall a book be allowed to remain with the borrower for more than one month at a stretch. Books lent out are liable to be recalled before the expiry of this period;

- * The written applications for extension of loan period must reach the Library seven days before the expiry of this period;
- * The borrower will pay the cost of postal charges. Books will be forwarded per V.P.P. for postage and they should be returned under registered cover;
- * A book lost or damaged in any way by a borrower shall have to be replaced/paid for by him/her. If necessary, the borrowers membership is to be cancelled;
- * A late fee of Rs. 1/= per day to be required from time to time per volume will be charged, if books are not returned within the prescribed period;
- * Every depositor will get a borrower's ticket and he/she will be responsible for all books borrowed on that ticket. The borrower's ticket is not transferable. The borrower will be responsible for safe custody of his/her ticket. In case the ticket is lost, a duplicate ticket may be issued to him/her only on his/her applying in the prescribed form in such manner as may be fixed by the Head of the Library and on payment of a fee of Rs.5/-. The borrower will be responsible for any misuse of his/her lost ticket;
- * The cash counter for the purposes of Deposits, Withdrawals, Late Fees, etc. will remain open from 10 a.m. to 3 p.m. (with lunch break from 1.30 p.m. to 2.00 p.m.) except on Saturdays, Sundays and other holidays as notified by the Library.

Rules covering the Refund of Borrower's Deposit Money

- * If books borrowed from the Library by a borrower are not returned after due notice, such compensation thereof as may be determined by the Head of the Library shall be deducted from the amount deposited by him;
- * In case the balance, if any, left after making the deduction, referred to in the rules of the 'Rules for the Issue of Books on Loan' is not claimed within three years from the date on which books were lent out, the whole amount of the balance shall be regarded as forfeited to the Government;
- * No claim to money deposited by a borrower will be entertained unless the borrower's ticket and the receipt for the deposit is produced duly receipted on its back and that over revenue stamp of the appropriate value;
- * If ticket is lost, the borrower will have to give such declarations as may be determined by the head of the Library and will have to pay a sum of Rs.5/- only.
- * Cases where a deposit receipt is alleged to have been lost shall be covered by items 4 and 5 of the byelaws;
- * Refund of deposits of Rs.30/- or more shall be paid by cheque. This rule may not apply to foreign citizens.



BHASHA BHAWAN - A NEW LIBRARY COMPLEX
AT BELVEDERE